

TWENTY-SECOND JUDICIAL CIRCUIT OF MISSOURI
FAMILY COURT - JUVENILE DIVISION
920 N. Vandeventer
St Louis, MO 63108

May 27, 2010
JOB OPENING

TITLE: SECURITY OFFICER
Reference #: SEC-OFF-02

QUALIFICATIONS: Must be a Licensed Private Security Officer by the Watchman Bureau of the Metropolitan Police Department or be able to obtain a license issued by the St. Louis Metropolitan Police Department and be able to carry a firearm while on duty. Must provide his/her own handgun and uniforms. Must be able to stand for long period of time and be able to work outside in all types of weather conditions. Must be able to work rotating or flexible hours. Must be twenty-one years of age or over and a Missouri resident.

DUTIES: Responsible for manning the Information Desk. Ensure that everyone that enters the facility is directed through the metal detector and all personal belongings are checked and scanned. Perform foot patrol of the exterior of the facility and grounds. Security operations are on a 24-hour, seven-day-a-week basis requiring employees to work any shift and holidays. Provide extra security as needs may arise.

STARTING SALARY: \$27,723

SALARY RANGE: \$27,723 to \$41,396

CLOSING DATE: For full consideration please submit resume with cover letter by June 11, 2010 by 5:00 pm; however, resumes will be accepted until position is filled.

SEND RESUME WITH COVER LETTER

COVER LETTER: Cover letter must include applicant's daytime phone number along with Expression of interest in this position as well as a description of educational and Experience qualifications that make him/her a good fit for this position.

SEND TO: Security Officer
SEC-OFF-02
Family Court – Juvenile Division
920 N. Vandeventer
St. Louis, MO 63108

EOE

See detailed job description as follows

DEPARTMENT: Facilities

CLASS TITLE: Security Officer

CLASS DEFINITION: An armed security officer working under the day-to-day supervision of the Security Supervisor. This person is responsible for providing day-to-day security needs at the Family Court - Juvenile Division, including internal and external security, reception services, building and grounds patrol, and assistance to the various units of the Juvenile Division as well as the Sheriff's Department.

EXAMPLES OF ESSENTIAL DUTIES:

- ◆ Responsible for manning the Information Desk.
- ◆ Ensure that everyone that enters the facility is directed through the walk-through metal detector and all personal belongings are checked and scanned by the x-ray security equipment in the main lobby.
- ◆ Perform foot patrol of the exterior of the facility, grounds, and parking lots to provide security for the facility, personnel, vehicles, maintenance equipment and entryways.
- ◆ Provide internal security by patrolling throughout the facility, including the office areas, Juvenile Detention Center, corridors where victims and witnesses are assembling for Court hearings, meeting rooms, waiting rooms, etc.
- ◆ Provide extra security at the request of the Juvenile Division employees, deputy Sheriff employees, or any other requesting authority.
- ◆ Provide protection and escorts for any employee or client that requests assistance.
- ◆ Responsible for carrying a firearm while on duty to provide protection and security for all employees and visitors to the facility.
- ◆ Security operations are on a 24 hour, seven days a week basis requiring employees to work any shift and holidays.
- ◆ Other duties as may be assigned.
- ◆ Regular and prompt attendance is considered an essential function of the job.

KNOWLEDGE, SKILLS AND ABILITIES:

Must have prior experience and knowledge in the use and operation of a firearm, as required by the St. Louis Metropolitan Police Department. Prior experience and knowledge of standard security practices. Good communication and writing skills. Knowledge of the operation and use of video surveillance equipment.

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

Must be a Licensed Private Security Officer by the Watchman Bureau of the Metropolitan Police Department or be able to obtain a license issued by the St. Louis Metropolitan Police department in the classification of Private Security Officer and be able to carry a firearm while on duty and participate in training on an annual basis. Must provide his/her own handgun and uniforms. Must be able to stand for long periods of time and be able to work outside in all types of weather conditions. Must be able to make clear and decisive decisions, and follow detailed oral and written instructions. Must have excellent human

relations skills. Must be able to work in the facility alone with little or no supervision. Two years of paid security work in a related field. Prefer experience in the use and operation of x-ray and metal detection equipment. Must be able to work rotating or flexible hours. Must be twenty-one years of age and a Missouri resident. Must possess a high school diploma or its equivalent.

Security Officer Job Description

April 2008